

A.D. 3.12 - Fees for Programs and Services

Prepared for signature 1/29/01 - effective 2/8/02

1. Policy. The Department of Correction shall hold sentenced inmates accountable for costs associated with their incarceration. No inmate shall be denied essential services based on an inability to pay.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 18-85a, 18-86a, 18-91, 18-102 through 18-105 and 18-107.
 - B. Regulations of Connecticut State Agencies, Sections 18-85a-1 through 18-85a-4, inclusive.
3. Definitions. For the purposes of this Directive, the following definitions apply:
 - A. Dental Procedure. A method of diagnosis, treatment or operation.
 - B. Emergency Care. Any medical or dental condition for which evaluation and therapy, as determined by health care staff, are immediately necessary in life-threatening situations, to prevent severe or permanent disability, or when the inmate presents with symptoms of a serious illness. Symptoms of serious illness may include, but are not limited to, visible injuries, high blood pressure, rapid heart rate, sweating, pallor, involuntary muscle spasms, nausea and vomiting, high fever and facial swelling.
 - C. Indigent Inmate. An inmate whose account has not exceeded five dollars (\$5.00) for the previous 90 days, or for the term of incarceration, whichever is less.
 - D. Inmate Initiated Visit. A request for medical services initiated by an inmate.
 - E. Sentenced Inmate. An inmate confined in a correctional facility serving a sentence imposed by any Connecticut state court or serving a sentence imposed by any state or Federal court in a Connecticut correctional facility under the terms of the Interstate Corrections Compact, the New England Interstate Correctional Compact or by intergovernmental agreement with the Federal Bureau of Prisons.
4. Participation. Sentenced inmates confined in Connecticut correctional facilities and halfway houses shall be assessed fees for programs and services in accordance with the provisions of this Directive. Sentenced inmates confined in any other state or Federal facility shall be assessed fees in accordance with the relevant contract or agreement by which the inmate is housed in that jurisdiction.
5. Fees for Medical Care. Sentenced inmates shall be charged, according to the following schedule, for the indicated medical services.
 - A. Medical Visits. A sentenced inmate shall be charged a fee of three dollars (\$3.00) for each inmate initiated visit to the Health Services Unit. An Inmate Fees Form (Attachment A) shall be completed when the inmate is seen by a medical professional. If an inmate refuses to sign the Inmate Fees Form, a notation to that effect shall be made, and the form signed by Health Services staff. The completed Inmate Fees Forms shall be forwarded to the

Inmate Accounts Office on a daily basis.

- B. Dental Visit. A sentenced inmate shall be charged a fee of three dollars (\$3.00) for each procedure performed by the Dental Unit. An Inmate Fees Form (Attachment A) shall be completed when a dental professional sees the inmate. If an inmate refuses to sign the Inmate Fees Form, a notation to that effect shall be made, and the form signed by Dental staff. The completed Inmate Fees Forms shall be forwarded to the Inmate Accounts Office on a daily basis.
- C. Eyeglasses. A sentenced inmate shall be charged three dollars (\$3.00) per prescription. An Inmate Fees Form (Attachment A) shall be completed after the prescription has been written. If an inmate refuses to sign the Inmate Fees Form, a notation to that effect shall be made, and the form signed by Health Services staff. The completed Inmate Fees Forms shall be forwarded to the Inmate Accounts Office on a daily basis.
- D. Exclusions. Inmates shall not be charged if:
 - 1. medical staff determine that emergency care is necessary;
 - 2. the medical/dental appointment is initiated by health services staff, consultants or other Department personnel;
 - 3. the inmate is indigent;
 - 4. inmates who are not indigent, but do not have sufficient funds to cover the full cost shall be responsible for the fee to the extent of the balance of the inmate account;
 - 5. the inmate is undergoing scheduled follow-up medical treatment for chronic disease; and
 - 6. the treatment is for mental health reasons.

- 6. Fees for Programs. Sentenced inmates shall be charged for, and be responsible to pay, costs involved in their use of various programs, in accordance with the following schedule.

- A. Elective education programs. A sentenced inmate shall be charged three dollars (\$3.00) per course for elective educational programs. Inmates shall be charged the full program fee so long as one (1) class meeting is attended.
- B. Vocational-education programs. A sentenced inmate shall be charged three dollars (\$3.00) per course for vocational-education programs. Inmates shall be charged the full program fee so long as one (1) class meeting is attended.
- C. Participation in extended family visits. A sentenced inmate shall be charged ten dollars (\$10.00) per extended family visit. In addition, the inmate shall be charged a three dollar (\$3.00) fee for the required Health Services examination, in accordance with Section 5(A) of this Directive.

An Inmate Fees Form (Attachment A) shall be completed prior to participation. The Department Head shall forward each completed Inmate Fee Form to the Inmate Account Office within one (1) business day. In the event that an inmate does not have sufficient funds to participate in a program in accordance with Section 6(A) and 6(B) of this Directive, the appropriate fee shall be collected from the wages earned as a result of participation in the program. Fees associated with participation in extended family visits shall always be collected prior to the visit.

- 7. Laboratory Testing Fees. The cost of laboratory tests taken to detect

illegal use of drugs shall be assessed to a sentenced inmate when such test is positive. The Unit Disciplinary Coordinator shall forward the Inmate Fees Form (Attachment A) to the Inmate Accounts Office by the next business day. If an inmate does not have adequate funds to cover the full cost of the test, the account shall be encumbered.

Pre-martial blood test fees along with the appropriate medical co-pay must be collected from the inmate prior to performing the test. An approved Special Request Form (Attachment B) and a Inmate Fees Form (Attachment A) must be submitted to Inmate Accounts Office.

8. Exceptions. Any exceptions to the procedures of this Administrative Directive shall require prior written approval from the Commissioner.